

WJTC 02



Conference Admin

**Lt Col Tedd Ogren, USAF
Joint Training Branch
Joint Doctrine, Education & Training Division
The Joint Staff (J-7)**

Overview



- **Agenda Posting**
- **Briefings**
- **Conference Security**
- **Militia Hall**
- **Communications**
- **Miscellaneous Conference Information**
- **POCs (Joint Staff JDETD)**
- **Conference Facilitator**



Briefings

- **Briefers**
 - Lapel mikes
 - Remote or “next slide please”
 - On deck briefer
 - Remote mikes
- **Binders (font, notes, Phase IV, glossary, etc)**
- **Briefings all planned to be UNCLASSIFIED**
 - Stay away from classified discussion
 - Head table button once to talk
 - button again to stop



Conference Security

- Briefings all planned to be UNCLASSIFIED
 - Stay away from classified discussion
- Display your conference badges prominently
- Classification (*if necessary*):
 - Classified discussion are authorized
 - Must secure room first
- Safeguard and store classified material properly

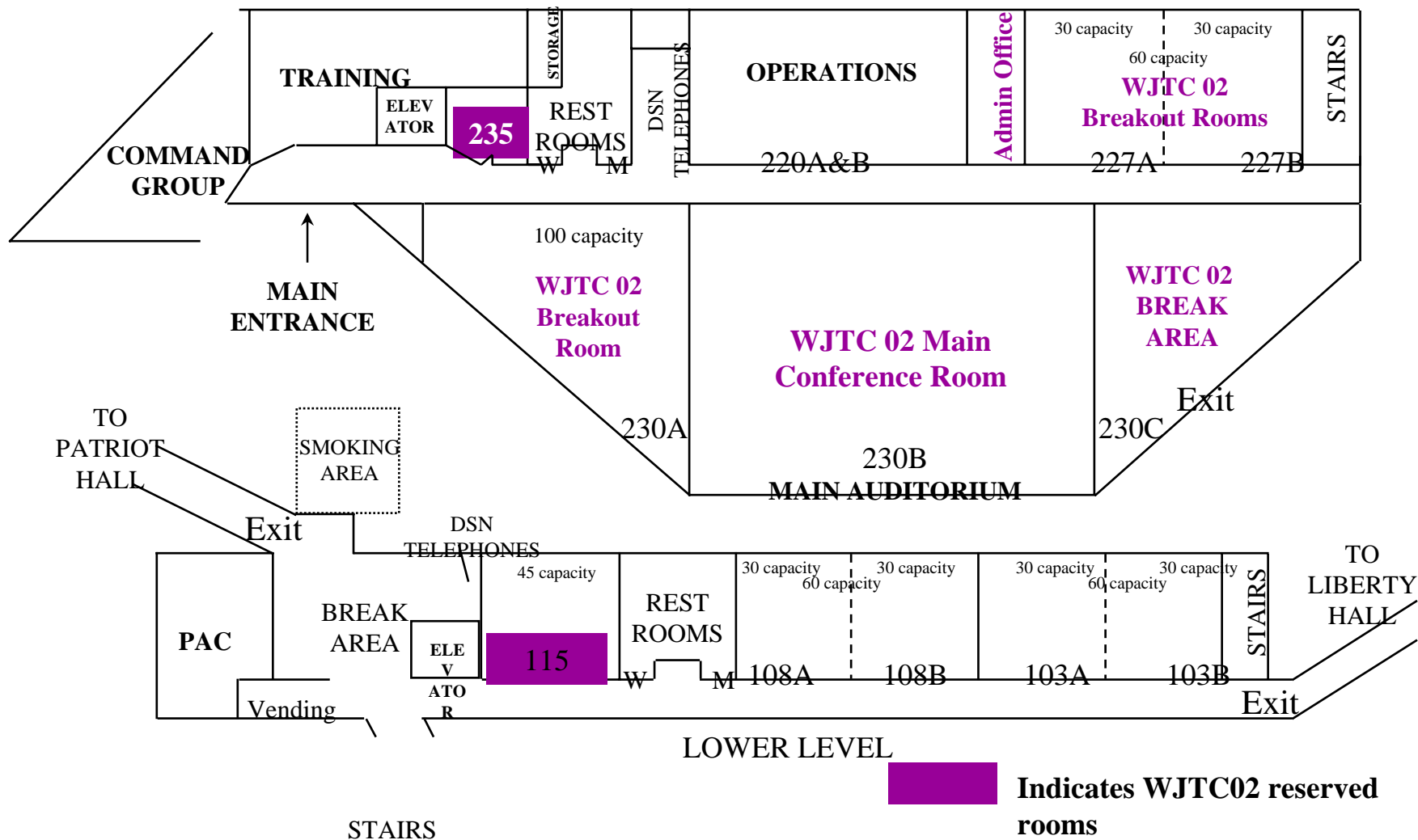
Militia Hall



- **Communications**
- **Exits**
- **Latrines**
- **Smoking**
- **Message Board**



Militia Hall



Communications



- **Inbound Calls and Messages**
- **Outbound calls**
 - **DSN dial “8”**
 - **Commercial dial “9 + 1 and area code”**
 - **On base dial “last four”**
- **Admin Support Room 228):**
 - **DSN 962-6779;**
 - **Commercial: (501) 212-6777/9**
 - **Fax (501) 212-6778; DSN 962-6778**
 - **STU III Line: DSN 962-6776; CM: (501) 212-6776**



Miscellaneous Information

- **Medical Assistance:**
 - “Troop Medical Clinic”
 - (501)212-5262
- **Conference Material**
 - Binders (adds?)
 - CD to follow Conference
 - Conference Critique
 - Contact Roster
 - Name badges (turn in holder before you depart)
- **Maid service**
- **Conference Visitor’s Guide**

Refreshments



- **Coffee, drinks, pastries**
 - **Welcome in main briefing/breakout rooms, but...**
- **No host social**
- **Refreshment Fee (\$25 - Red Dot)**
- **Concord Café, Canteen Snack Bar**

Conference POCs



- **COL Pete Limoges**
- **Lt Col Tedd Ogren**
- **LT Col Scott Anderson**
- **Mr Ed Daily**
- **NGPEC – CPT Matt Anderson**

Conference Facilitator

- **Mr Bob Stradford**